

## 2020-2021 Returning Student Registration Guide

Please complete the following steps to register your student for the 2020-2021 school year. Registration must be completed by **March 6, 2020**.

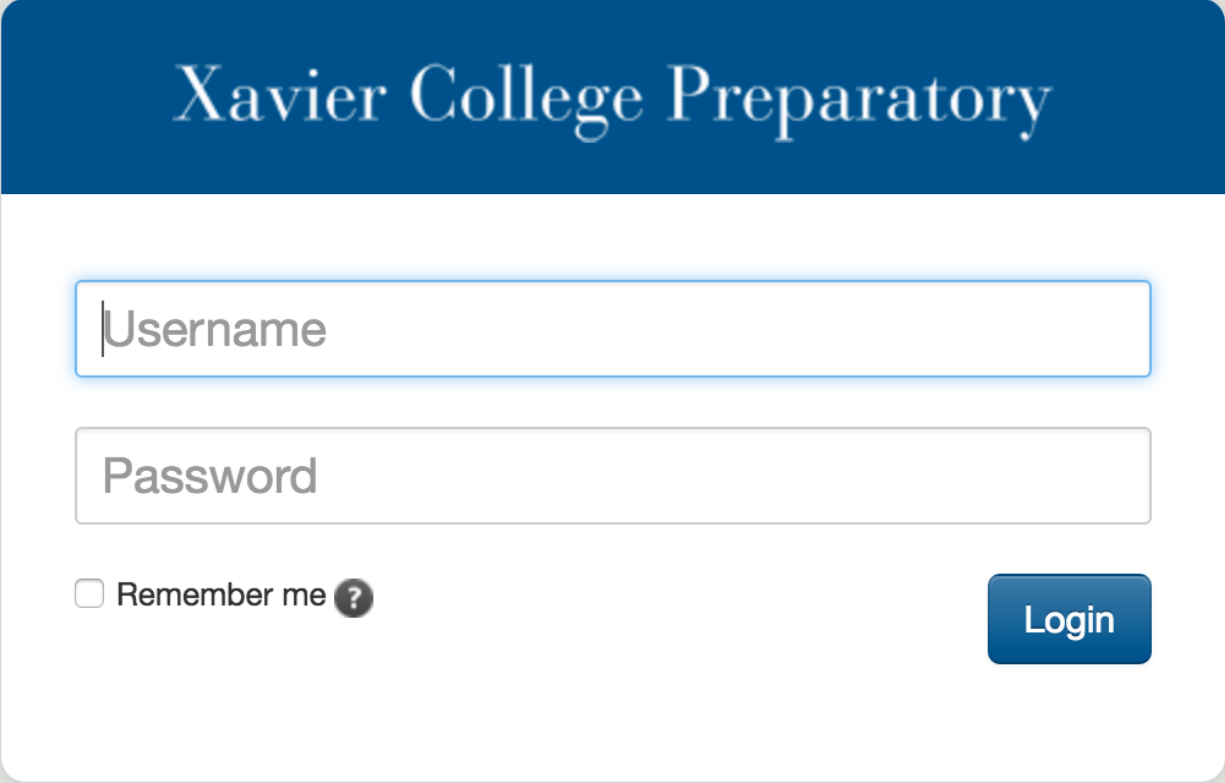
**Registration will not be accepted unless tuition is current and all online forms, paper documents and the registration fee are completed and/or turned in to the Xavier Finance Office.**

**PLEASE NOTE: Each parent/guardian and student has his/her own personal GatorNet account. If you have NOT already created a GatorNet account, please follow the directions below.**

In order to retrieve your Username for GatorNet, [CLICK HERE](#). Please select the "Forgot login or First time logging in?" link. If you are a student, please use your @xaviergators.org email address. If you are a parent/guardian, please use the email address you provided to Xavier.

Parents, if you have not provided your email address (or have a new one), you will need to contact our Registrar's Office via email at registrar@xcp.org or phone at (602) 240-3148 or (602) 240-3107 to update your email address.

Our online system will email you shortly with your User ID and a secure link for you to reset your password.

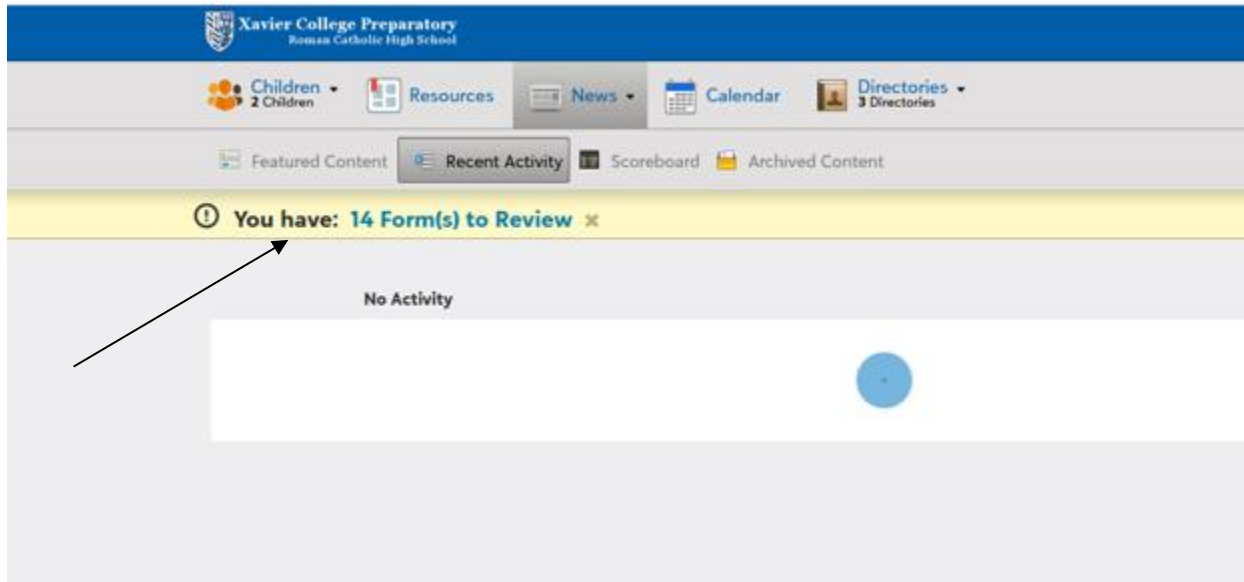


The image shows a login form for Xavier College Preparatory. At the top, there is a dark blue header with the text "Xavier College Preparatory" in white serif font. Below the header, there are two input fields: "Username" and "Password". Below the "Username" field, there is a checkbox labeled "Remember me" with a question mark icon to its right. To the right of the "Remember me" checkbox is a blue "Login" button. At the bottom of the form, there is a link that says "Forgot login or First time logging in?" in blue text.

## STEP 1 – COMPLETE THE ONLINE FORMS & AGREEMENTS (Due by MARCH 6, 2020)

Once you have logged in you will see notifications in the top banner for the forms that need to be completed for registration.

- **Click on Form(s) to Review** to access the required forms and agreements.



- **Click on Review** to open each form and complete the form.

	2020 - CEA Pledge Form	Due: 3/6/2020	<a href="#">Review</a>
Profile Updates	2020 - Profile Update - Parent	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Activities Permission	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Annual Signature Form	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Custodial Documents	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Enrollment Authorization Agreement	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Nutrition Parent Survey	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Off Campus Permission	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Photo/Interview & Liability/Publicity Relea	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Principal's Letter	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Tuition Contract	Due: 3/6/2020	<a href="#">Review</a>
	2020 - Youth Volunteer	Due: 3/6/2020	<a href="#">Review</a>
Emergency Contacts	2020 - Emergency Contact Information	Due: 3/6/2020	<a href="#">Review</a>

### ***Special note for parents with multiple children at Xavier***

Forms will need to be completed for each student. All forms will be listed when you select Form(s) to Review.

The following online forms must be completed by March 6, 2020:

- **Parent / Guardian Profile Update Form** – Each parent/guardian is required to log in to his/her personal GatorNet account to update his/her profile for accuracy.
- **Principal's Letter** – One parent/guardian is required to submit this form.
- **Custodial Documents** – One parent/guardian is required to submit this form.
- **Enrollment Authorization Agreement** – Each parent/guardian is required to log in to his/her personal GatorNet account to accept and electronically sign the agreement. Both parents are required to electronically sign unless custody documents have been submitted to Xavier specifying otherwise. **Please note: the status of this form will not show as completed until both signatures are obtained.**
- **Tuition Contract** – One parent/guardian is required to submit this form.
- **CEA Pledge Form** – One parent/guardian is required to submit this form.
- **Off Campus Permission** – One parent/guardian is required to submit this form.
- **Activities Permission** – One parent/guardian is required to submit this form.
- **Annual Signature Form** – One parent/guardian and the student are required to submit this form.
- **Photo/Interview & Liability/Publicity Release** – One parent/guardian is required to submit this form.
- **Youth Volunteer** – One parent/guardian and the student are required to submit this form.
- **Nutrition Survey** – One parent/guardian is required to submit this form.
- **Emergency Contact Form** – One parent/guardian is required to submit this form.
- **Student Medical Form** – One parent/guardian is required to submit this form.

## STEP 2 – Download Additional Registration Documents

Click on the Resources tab and then click on the Enrollment & Re-Enrollment Supplemental Docs icon to view additional registration forms.

The screenshot displays the Xavier College Preparatory website interface. At the top, the school's name and logo are visible. Below the navigation bar, there are several tabs: Children (2 Children), Resources, News, Calendar, and Directories (3 Directories). A notification banner at the bottom of the navigation bar states "You have: 14 Form(s) to Review". Below the navigation bar, there is a "Posts" section with several colorful icons representing different categories: Incoming & Transfer Student Application (Class of 2022 Application), Enrollment & Re-Enrollment (Supplemental Docs), Calendar / Week Ahead (Week Ahead), Forms & Handbooks (Clubs, Activities & Handbooks), Senior Class (Senior Class Information), and All School Announcements (Events). Two arrows point to the "Resources" tab and the "Enrollment & Re-Enrollment" icon.

## 2020 - 2021 Supplemental Enrollment/Re-Enrollment Documents

### AIA Annual Preparticipation Forms 2020-21

- Required for ALL Students.

[Finance Dates to Remember](#)

[Statement of Tuition and Fees](#)

[Letter from Catholic Schools Superintendent](#)

[Youth Volunteer Form \(PDF\)](#)

[Student/Parent Handbook](#)

[Course Descriptions](#)

[Book Store Information](#)

**All Supplemental documents EXCEPT the AIA Physical forms are for reference only.** AIA Physical Forms are required for all students. The physical exam must be completed on or after March 1, 2020 and returned to the Xavier Finance Office by July 15, 2020 in order to receive the student's 2020-2021 class schedule.

### **STEP 3 – SUBMIT PAPER REGISTRATION FORMS**

All students will receive the following registration forms in homeroom on February 3, 2020:

- **Schedule Request Form** – Must be filled out completely and returned to the Finance Office by March 6, 2020. Counselors will meet with students on an individual basis to review course requests and recommendations. The schedule request form may be adjusted as a result.
- **Summer School Registration (if applicable)** – Form and deposit are due by March 16, 2020 to Tara Metzger's office.

### **STEP 4 – SUBMIT REGISTRATION FEE**

A non-refundable fee of \$325 is due to the Finance Office by March 6, 2020. After May 1, the non-refundable registration fee is \$350.

### **STEP 5 – SUBMIT CUSTODIAL DOCUMENTS (if applicable)**

Custodial documents are **required** if not already on file with Xavier or if changes to previously submitted documents have occurred. If applicable, please turn in a paper copy of these documents directly to the Xavier Finance Office, by March 6, 2020.

**If you have any questions regarding the registration process for returning students please contact registrar@xcp.org.**